

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

New Headquarters Building & Office of Finance Location

FROM: Allen R. Elkins
Director of Finance
1212 Key Bldg.

EXTENSION

NO.

OF-0293-87

DATE

8 December 1987



TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. DDA / MS
7D18 Hqs

16 DEC 1987

2. EXA

23 DEC 1987

3. ADDA

23 DEC 1987

4. DDA

23 DEC 1987

5. DOL

31 DEC 1987

6. DDA

7. [REDACTED]

8. DDA Reg

9. [REDACTED]

10.

11.

12.

13.

14.

15.

4 to 5: Comments, pls.

STAT

STAT

45-8

~~CONFIDENTIAL~~

OF-0293-87

8 December 1987

MEMORANDUM FOR: The Deputy Director For Administration

FROM: Allen R Elkins
Director of Finance

SUBJECT: New Headquarters Building and Office of Finance
Location

1. In late September John Ray shared with us your decision that the Office of Finance, along with other DA components, locate only those units in the New Headquarters Building, NHB, which directly serve the needs of the other occupants of the Headquarters compound. At the time, John also indicated that this Office would most probably be provided no more than 9,500 square feet in the NHB. While we deeply regretted that the Office of Finance would not be collocated in the NHB as we had been planning for nearly three years, we advised John that we could modify our plans to comply with your decision to limit NHB occupancy to customer related services. Additionally, we advised John that we would probably need no less than 39 workstations plus file and equipment space in the Reston Compound to provide centralized services to occupants of that compound. And, finally, we noted that for the remainder of the Office, an additional 171 workstations, would be needed, ideally located on the Reston Compound or, as a second choice, in the Vienna/McLean corridor.

2. We are still of the opinion that initial planning to collocate the Office at one location would best meet Office and Agency needs. Not only would it enhance manageability, collocation would also allow for economies of scale, as well as more timely and effective use of ADP technologies. We also are equally convinced that we can establish Financial Support/Services Groups in Headquarters and Reston which will provide the kind of close customer support you are seeking. At present, the Office of Finance has been identified as one of the prospective tenants of the Reston Compound. Regretably no one is currently in a position to guarantee that the entire Office can be accommodated at Reston. Our sense from recent Reston planning sessions is that a definitive decision will not be possible for a few years. And, yet, we are anxious to move toward collocation of the Office as soon as possible as well as move toward the establishment of the Financial Support/Services Centers you desire.

25X1

~~CONFIDENTIAL~~

C O N F I D E N T I A L

25X1 3. As an interim measure, until the Reston site is available, we and the
25X1 Office of Logistics should begin planning for the collocation of this Office
[redacted] as space there becomes available. Currently we occupy
25X1 slightly less than 10,000 square feet [redacted] We would require
approximately 25,000 to 30,000 additional square feet to allow for
consolidation. It is our understanding that as the move to the NHB begins
25X1 [redacted] space will become available. We have prepared and forwarded a
memorandum to Logistics alerting John to this approach. We've also alerted
25X1 John that we would want to move our components currently located in Key
Building to [redacted] as soon as space becomes available. Concurrently, we should
work together to identify the space requirements of a Financial
Support/Services Center on the Headquarters Compound, as well as continue
with the Reston Center planning to ensure, at a minimum, that the financial
services needs of that compound are met through an appropriate Finance
presence.

4. I am providing you this memorandum to assure myself that you are
aware we are proceeding in this direction and that, if approved, we will
adjust our planning and budgeting accordingly.

25X1 [redacted]
Allen R. Elkins

CONCUR:

Deputy Director for Administration

Date

C O N F I D E N T I A L

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